

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GYLNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 71-00.E

Subject:

DATE: 01/30/87

Sunset Review:

VEHICLE REGISTRATION AND ISSUANCE OF
TEMPORARY PASSES

1. PURPOSE. This directive establishes the policy and procedures for the identification and control of vehicles entering the Federal Law Enforcement Training Center (FLETC).

2. SCOPE. This directive covers all motorized vehicles entering and being operated on the FLETC, Glance or Marana.

3. CANCELLATION. FLETC Directive No. 71-00.E, Vehicle Registration and Issuance of Temporary Passes, dated May 3, 1985.

4. REFERENCE. Title 31, Code of Federal Regulations, Chapter VII, Part 700.

5. POLICY.

a. Personnel working/training at the Center will register their privately owned vehicles at the Main Gate, Building 1 at Glance or with the Training Technician, Building 19, at Marana, and be issued a decal which affords a means of ready identification and expedites passage of vehicular traffic through the facility gate.

b. All decals will be affixed on the driver side of the windshield, lower exterior corner, but are not to obscure State issued/required decals. Decals will be affixed on the front of motorcycles in a location visible to the gate guards.

c. Decals are authorized for personnel as follows:

COLOR

Blue

Red

Green

Black

ISSUED TO

All staff

All students

All permanent contract personnel, vendors, etc.

Construction and short-term contractors

d. Temporary passes, shown in Attachment 1, are issued to individuals as described below. The passes must be displayed at all times on the drivers side of the dash and be visible to security officials.

(1) Visitor Pass (Not used in Marana). Visitor passes (white in color) are issued to visitors for a "one trip" duration and must be returned upon departing the Center. Persons entering the facility to pick up or deliver personnel will be issued a 15 minute pass described in (2) below.

(2) Fifteen Minute Visitor Pass (Not used in Marana). Fifteen minute visitor passes (red in color) are issued to taxicabs or persons entering the Center to pick up or drop off personnel. The pass is issued for a period of 15 minutes and must be returned upon departing the facility. Taxicabs shall not solicit business on Center; however, they may be engaged by personnel while on Center.

(3) Sponsored Guest Visitor Pass (Not used in Marana). Sponsored guest visitor passes (blue in color) allow sponsored guests to visit the Student Center or attend a social activity on the facility. Guests are required to be off the facility within 15 minutes after the closing of the Student Center or 15 minutes after conclusion of the social activity, whichever the pass is signed out for. The pass must be returned upon departing the facility.

(4) Glance Golf Course Pass (Not used in Marana). Glance Golf Course passes (green in color) authorize visitors to proceed only to the golf course. The passes are valid for one trip only and must be returned upon departing the facility.

(5) FLETC Staff Temporary Vehicle Pass. FLETC staff temporary vehicle passes (yellow in color) are issued to staff, with leased or personally owned vehicles, which will be on the facility for less than one week. The pass has an expiration date on it and does not have to be turned in when leaving the facility.

(6) FLETC Student Temporary Vehicle Pass. FLETC student temporary vehicle passes (orange in color) are issued to students for leased or personally owned vehicles that will be on the facility for less than one week. The pass has an expiration date on it and does not have to be turned in when leaving the facility.

(7) FLETC Medical Restrictions Temporary Vehicle Pass (Not used in Marana). FLETC medical restrictions temporary vehicle passes (green in color) are issued to students with handicaps/injuries that require they park their vehicles as close to classrooms as possible (normally this requires parking in staff parking spaces). The pass, which is issued only by a member of the Safety/Security staff, has an expiration date and does not have to be turned in when leaving the facility.

6. PROCEDURES.

a. Registering Vehicles. Personnel desiring to register a vehicle shall bring it either to the Main Gate, Building 1 at Glance or to Building 19 at Marana, with the following:

(1) Identification. FLETC Identification, other Government or civilian identification, and/or other means of verification that receipt of a vehicle decal has been properly authorized .

(2) Driver's License. A valid operator's permit issued by a State, the District of Columbia, Puerto Rico, or possession of the United States in which the applicant is domiciled or principally employed.

(3) Registration. A valid vehicle registration certificate issued by a State, the District of Columbia, Puerto Rico, or possession of the United States in the applicant's name to show proof of ownership. (Temporary dealer issued tags on newly purchased vehicles will constitute acceptable registration. Decals issued will reflect the expiration date shown on the temporary plates.) A rental or lease agreement is acceptable in lieu of vehicle registration.

(4) Proof of Insurance. Public liability and property damage insurance is required on all personal/leased vehicles (including motorcycles) registered with the Center. To retain driving and parking privileges, all personnel must possess, and must certify in writing to the possession of, motor vehicle liability insurance.

b. Restricted Vehicles. The FLETC Security Office/Glance and the Training Technician/Marana shall maintain a current list of those vehicles/personnel restricted from driving on the facility. The vehicle registration and driver record pertinent to the person against whom a restriction is imposed shall have the restriction noted. It shall be maintained in the "restricted file" during the period of restriction. Prior to the issuance of a decal/pass, the restricted file shall be checked to insure the operator is not listed in the restricted file.

c. Transfer of Vehicle Ownership. Center decals are Government property and must be turned in to the Security Office/ Training Technician when the registered owner sells, trades, or otherwise disposes of the vehicle displaying a Center decal. A new decal will not be issued for the newly acquired replacement vehicle until the old decal is turned in. Application for a Center decal by the new owner shall be in accordance with Paragraph 6.a. above.

d. Dependents' Vehicles. Decals obtained for vehicles of dependents of staff members must be obtained in the same manner as a decal for the staff member's vehicle. Use and operation of dependents' vehicles on Center is the responsibility of the staff member. Dependents' vehicles may be registered with the Center and issued a decal only if the dependents are residing with the staff member.

e. Contractor Decals. Prior to commencing the contract, each contractor, or contractor representative, shall cause to be delivered to the Security Office/Training Technician the following information:

(1) Company name and all sub-contractors' names.

(2) Location of operations site.

(3) Length of contract.

(4) A list of contract employees who are authorized by the contractor to be issued vehicle decals and the dates that such authorizations are to expire.

Upon termination of the contract, the contractor shall ensure all vehicle decals and/or passes are returned to the Main Gate, Building 1, Glance or to the Training Technician in Marana.

f. Destruction of Decals. Students and staff members who have obtained decals are responsible for having all decals removed by Security personnel at the Main Gate or by the Training Technician in Marana upon final departure from the facility.

g. Temporary Pass Log. The Security Police at the Main Gate will maintain a Visitor Access and Control Gate Log (FTC-SAF-9) showing the vehicle description, tag number, time in, destination, time out and pass number for each temporary pass issued.

7. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director

Attachment (See Security & Safety Division)